UNITED NATIONS **E**

Economic and Social Council

Distr.
GENERAL

E/CONF.91/INF/1
3 July 1997

ORIGINAL: ENGLISH

SEVENTH UNITED NATIONS CONFERENCE
ON THE STANDARDIZATION OF
GEOGRAPHICAL NAMES
New York, 13-22 January 1998

DOCUMENTATION FOR THE CONFERENCE

Note by the Secretariat

1. The official languages of the Conference are Arabic, Chinese, English, French, Russian and Spanish. English, French and Spanish are the working languages of the Conference. Since the facilities for the translation and reproduction of documents at the Conference site will be limited, Governments are asked to forward to the United Nations Secretariat at their earliest convenience, but not later than 1 November 1997, two copies (in one of the working languages) of any documents prepared in support of items on the provisional agenda for the Conference.

2. One copy must be in double spacing, including footnotes and quotations, to facilitate processing for the final publication of the technical papers after the Conference. Another copy will be used for offset reproduction and distribution at the Conference and must be single spaced. All pages of the manuscript must be the same size (preferably A4) and must be numbered consecutively. Manuscripts must be printed on one side of the page only, with margins of at least one inch on all four sides of the page. A diskette containing the text must be attached; the word-processing program used must be indicated.

3. Acronyms and abbreviations must be spelled out the first time they appear in the text. When a considerable number of acronyms and abbreviations appear in one text, they must be listed at the beginning of the text, together with the full terms they stand for. It is essential that the documents be kept to a reasonable length: in no case should they exceed 20 double-spaced pages. Every document submitted for official presentation should be accompanied by a summary of the essential points in the paper, which should be limited to one typewritten page. The documents will be distributed in the languages in which they are received (English, French or Spanish) and the summary will be translated and distributed in the other working languages. The item of the provisional agenda (E/CONF.91/1) under which the paper is to be presented should be specified.

4. In accordance with resolution 7 of the Fifth United Nations Conference on the Standardization of Geographical Names, Governments are requested to adhere to the guidelines set out below in drafting their national reports on the progress made in the standardization of geographical names since the Sixth Conference. National reports should include the following:

(a) A one-page summary outlining the main issues discussed;

(b) Background information or an historical sketch (only for countries that did not present national reports at previous conferences);

(c) A discussion of goals and national programmes;

(d) A discussion of problems, solutions and achievements during the reporting period;

(e) Conclusions and recommendations.

5. The report may be organized in chronological order with subdivisions for different programmes and/or different regions of the country. It is not necessary to highlight subjects covered under other agenda items.

6. To facilitate and expedite the reproduction of half-tones, charts and other black and white illustrations that may be included in a document, two reproducible originals of each illustration should be forwarded, together with the texts, to the secretariat of the Conference, Room DC1-0852, United Nations, New York, N.Y. 10017. This will enable the United Nations Secretariat to retain one copy for the final publication of the technical papers submitted and to use the other copy for immediate reproduction for the Conference.

7. Governments are requested to send 3,000 printed copies of each multicoloured illustration or map to the above address for inclusion in the proceedings of the Conference, since it is not possible for the United Nations to reproduce such illustrations. In addition, Governments should send 250 copies to the Conference secretariat for distribution during the Conference, making a total of 3,250 printed copies of each colour illustration, including maps.

8. The proceedings of the Conference will be issued in two volumes. Volume I will contain the report of the Conference; volume II will contain the technical papers. Volume I will be issued be English, French and Spanish. In accordance with United Nations policy concerning the limitation of documentation, volume II will be issued in one version only, with each paper appearing in the original language (i.e. English, French or Spanish) and preceded by a summary in the other languages.

9. Documents that a Government may wish the Conference secretariat to distribute as information papers only will be accepted at the Conference site. For satisfactory distribution, at least 300 copies will be necessary. Such papers will not be reproduced in the final proceedings of the Conference.